

PROCUREMENT EVALUATION AND RE-ENGINEERING TEAM CHARTER

Purpose:

The Procurement Evaluation & Re-engineering Team (PERT) is chartered to provide support to the Department of Energy's Contractor Purchasing Council (CPC). This support will be related primarily to: procurement process improvement, knowledge management, training, performance measurement and management, and other related business management initiatives, studies, and projects approved by the CPC as beneficial to the DOE federal and/or contractor business community.

Responsibilities and Authorities:

Sponsors: Contractor Purchasing Council Members

Responsibilities: The Sponsors will identify or approve specific project plans, expectations, outcomes, and milestone activities for the PERT. The PERT will report results, conclusions, and recommendations to the DOE Contractor Purchasing Council for consideration as to further actions, e.g., communication of results and implementation as appropriate.

Team Leaders: PERT shall be co-chaired by a DOE representative and a contractor representative nominated by the CPC chair and designated by consensus of the Council. PERT Co-chairs shall be rotated periodically.

Responsibilities: Under the strategic guidance of the CPC, Team Leaders plan and coordinate team activities and projects, arrange and conduct all PERT meetings, including agendas, logistics, and distribution of information and results. The Team Leaders will make recommendations to the Sponsors as to new projects/studies. The Team Leaders will approve establishment or termination of Sub-teams. The Team Leaders will report on team activities and accomplishments to the Sponsors.

Team Membership: All major site contractors, DOE Field Offices, and DOE Headquarters Elements are eligible for membership on the PERT. (See Attached for current Team Roster)

Responsibilities: Members must have the support and commitment of their respective management to participate. The PERT is a working group necessitating active participation.

Participatory Teams: Sub-teams shall be created to address relevant procurement issues.

Responsibilities: Each Sub-team will have a Sub-team Leader. The Sub-teams will be self-directed. Each will develop a Project Plan with milestones and shall deliver a "product" (e.g., study protocol, final report, option paper with recommendation, etc.) to Team Leaders for appropriate action.

Sub-Team Leader: Sub-team Leader may be appointed by Team Leaders or chosen by the Sub-team.

Responsibilities: The Sub-team Leader plans and coordinates conference calls and meetings, conducts all Sub-Team meetings and is responsible for meeting agendas, meeting logistics, and the distribution of information and results. The Sub-Team Leader will report all Sub-Team activities to the Team Leader

Approach:

- A potential PERT project may be proposed by Sponsors, Team Leaders or Team Members, but all projects will be approved in advance by the Sponsors to ensure appropriate prioritization;
- A working Sub-team will be established with representation from both DOE and Contractor communities;
- A Sub-team leader will be chosen to lead development of the Project Plan;
- The Project Plan will be presented to the Sponsors for approval, after which the Sub-team will execute the plan;
- The Sub-team will prepare a report for the project including the requirements, recommended actions, and update status;
- If the Council or Sponsor(s) approve the recommendation(s), a communications and implementation plan will be prepared.

Attachment 1

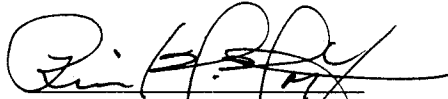
Team Members:

| | |
|------------------------------|------------------------------------|
| Nora Armijo, Sandia Corp. | Brent Clark, Lockheed Idaho |
| Kimberly Carroll, Carlsbad | John Enoch, NREL |
| Maureen Ferentz, KC Ops | Richard Glenn, Bechtel Jacobs |
| Gere Jester, Mason & Hanger | Dan McCabe, Bechtel Hanford |
| Chuck McDonald, Univ. of CA | John O'Neill III, LLNL |
| Nikki Plese, Nevada Ops | Ronna Promani, Oakland Ops |
| Marcia Roske, Richland Ops | David Treacy, Oakland Ops/Stanford |
| Richard Crafton, SR Ops | Scott Sheffield, DOE HQ |
| Bob Braden, Albuquerque Ops | Sue Sebring, LANL |
| Susan Borthwick, Chicago Ops | |


Charter Approval

Approved this 26th day of May, 1999:


Council Chair:



Richard H. Hopf
U. S. Department of Energy

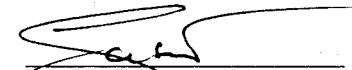
Executive Director:

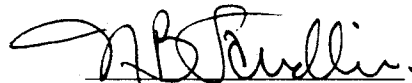

Ed Lovett
U. S. Department of Energy

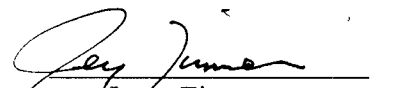
Council Members:

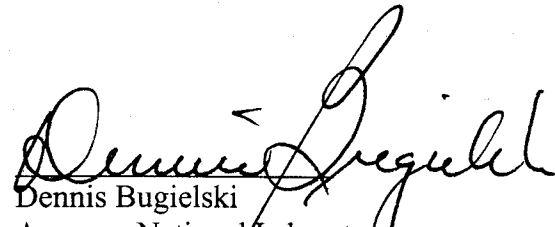

Brian Bidwell
Mason & Hanger

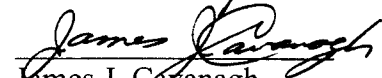

Doris Burnett
Bechtel Nevada



Steve Hunt
LLNL

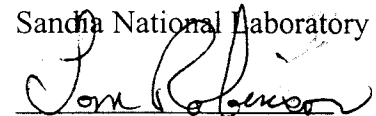

Norm Sandlin
Kaiser-Hill LLB


Jerry Zimmer
Chicago Operations Office


Dennis Bugielski
Argonne National Laboratory


James J. Cavanagh
U. S. Department of Energy


Dave Palmer
Sandia National Laboratory


Thomas Robinson
Westinghouse Savannah
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